

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

April 1994

Issue 7

NJCFS MODIFICATIONS

Travel Module

The NJCFS Travel Subsystem has been migrated into production. The Department of the Treasury will be the pilot department; other departments will gradually come on board. The Travel Subsystem will be used to account for all state employees. Travel for "non-state" employees will not be processed through the Travel Subsystem, but instead will be paid via A1's and U1's. "Non-state" employees includes various board members, service providers, etc. who are not paid state employees.

Interfacing of Cash Receipt (CR) Transactions to NJCFS

A recent enhancement to NJCFS allows for the batch interface of Cash Receipt transactions (CR's) to NJCFS from agency systems. This enhancement helps all agencies that currently double key data into their own systems and into NJCFS. Also, on-line NJCFS approvals can be bypassed for the entire CR batch file through a faxed approval sign-off sheet. NJCFS will process a batch interface of Cash Receipts if the agency system can successfully generate and then electronically transmit the proper CR record layout

and file format. All fields on the interfaced CR records must contain valid data as if keyed on-line in NJCFS. An interfacing agency system must contain sufficient data retention for audit purposes.

Contact John Burrows at 609-984-5217, if you wish to learn more about interfacing CR transactions.

New Focus File -- PPIN (Prompt Payment Interest Table)

All NJCFS FOCUS users who have access to the FOCUS OPVL file will be granted access to the new PPIN NJCFS FOCUS file. This will be completed by May 1, 1994. The weekly PPIN FOCUS file (refreshed each week-end) will contain the same data reflected on the on-line PPIN table.

PROMPT PAYMENT

It is important for agencies to monitor the Prompt Payment Interest Table (PPIN) on a daily basis. Daily monitoring of PPIN will minimize the risk of interest checks being issued in error. Each day agencies should check the previous day's violations to ensure they are valid. The NJCFS will issue a prompt payment interest check for all violations exceeding \$5, unless there is agency intervention to stop the payment. Agencies may

do so by entering **H** in the status field to hold the payment and by entering the appropriate reason code (refer to Prompt Payment Reason Table, PPRE).

OPOL & ORQL MONTH-END FOCUS FILES

In the March Newsletter, we instructed agencies to submit requests for month-end OPOL and ORQL FOCUS files. Since only one agency has indicated a need for these month-end files, OMB is uncertain if the required storage space should be committed to this purpose. If no additional agencies show a need for these files by the next newsletter, no month-end OPOL & ORQL FOCUS files will be created.

Contact John Burrows at 609-984-5217, if your agency has a need for these files.

RE-ESTABLISHMENT OF GRANTS

When NJFIS closed on July 31, 1993, the unused portion of federal grant receivables was not brought forward into NJCFS. Agencies have requested over the course of the past year to have amounts reinstated in NJCFS. Those requests will no longer be accepted effective July 1, 1994. Requests received after that date will be

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returned with no action taken.

PAYMENTS TO SHERIFF'S OFFICE

When paying any sheriffs' office, please place a 'Y' in the single check indicator. Sheriffs' offices have contacted OMB stating that they have difficulty with checks that have multiple payments on the same check.

INSTRUCTIONS FOR SENDING W-9 VENDOR QUESTIONNAIRES

1. All W-9 Questionnaires, letters for change of address and common vendor maintenance forms should be sent through the mail, except in **emergency cases only**.
2. PLEASE limit telefax transmissions to less than ten. All telefax transmissions **must** have a cover sheet with an explanation, a contact name and contact telephone number. The Vendor Control Unit needs this information in the event that they must contact the person transmitting the information.
3. All questions need to be completed and all information must be

typed or printed clearly. Please indicate if it is a new vendor, change of address or location code.

4. Federal W-9 questionnaires are not accepted by the Vendor Control Unit. You **must** use the State of New Jersey W-9.
5. Agencies must make the necessary changes for off-line checks. Do **not** transmit these changes to the Vendor Control Unit.

If you have any questions, please contact Patricia Swanson at 609-633-8191.

GENERAL MESSAGE

As always, please remember to check the General Message feature for all pertinent information regarding NJCFS. Whenever possible, access to the NJCFS will be made available on Saturdays and Sundays, through August, to facilitate year-end processing by the agencies. The General Message area will advise if there is a change in the system's availability.

YEAR-END PURCHASE CUTOFF DATES AND BALANCES

Since this will be the first fiscal year close-out utilizing MACS-E/NJCFS, Henry Savelli, Acting Supervisor of the Purchase Bureau, will attempt to be as flexible as possible with the cutoff dates. Requisitions returned to an agency for rework or other reasons must still adhere to cutoff dates. The agency is responsible for follow-up and re-submission before the cutoff date.

Speaking of fiscal year close-outs, when creating an order for anticipated payment vouchers in the months following the end of the fiscal year, do **not** use document type BPV or BPM. NJCFS recognizes these order types as **pre-encumbrances**, and their OPAY record must be at status code 636 on July 31, 1994.

The edit on the line advising "variance exceeded" when the amount and/or quantity on OINV is greater than 10 percent of the line is being modified within a month. After the modification is activated, the edit will be performed only on the dollar amount. This will give agencies greater flexibility in setting up orders for those items once fiscal year

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anticipated payment
vouchers have been
processed.

To expedite the process of
the end-of-year tracking

and canceling of balances
on agency requisitions,
agencies should track their
own requisitions. Please
contact Ann Davis,
Supervisor of

Bid/Document Review, and
inform her of which
documents have balances
that need to be canceled.
Ann may be reached at
609-984-6285.

The Purchase Bureau requests that all agencies please comply with the following cutoff dates:

FY 1994 CUTOFF DATES

March 4, 1994

April 4, 1994

April 11, 1994

April 15, 1994

May 16, 1994

May 20, 1994

May 27, 1994

COMMODITIES/SERVICES

All Vehicles - Non-Contract

All Services - Professional & Otherwise

Printing, Capital Equipment, Data Processing, Office Automation

Food, Drugs, Hospital Supplies, & all Other Requisitions (includes
requisitions applied against pre-approved various vendor waivers)

Fiscal year 1995 transactions will be accepted for health and safety
requirements only

All Contract Vehicles

All Waiver Requests

MACS-E STATUS CODES

Once the status code is at
426, on confirming purchase
orders, the order can only be
approved by the agency
primary approval officer.

When viewing the KONT
screen, if the status code is
not 548, signifying an active
contract, go to HDET. If the
status code was at any time
548, it is a valid, active
contract.

How do you cancel an order?
Change the status code to
497 if the order is
encumbered but not printed.
If printed, cancel the order
via the OCHG screen with
the action *CNX*.